

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Senior Planner - Current Planning

Dept.: Community Development

FLSA Status: Exempt

Reports to: Community Development Director

Salary Range: 602 (\$5,262 – 6,397/mo.)

Closing Date: 4:00 p.m., November 17, 2010

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Fully skilled senior level professional planner responsible for managing planning programs and functions with an emphasis on current planning and zoning.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Develops work programs and budgets for assigned projects.
- Performs complex planning activities and studies.
- Leads and/or participates in public workshops, meetings and other public participation activities.
- Prepares and presents reports.
- Drafts and presents staff reports and permit recommendations.
- Manages current planning services.
- Researches and prepares background data, correspondence, and reports regarding current planning projects and programs.
- Supervises, coaches, evaluates and disciplines assigned personnel.
- Performs related duties as assigned.

Secondary Functions

- Provides mapping and data analysis.
- Performs site visits.
- Responds to citizen inquiries regarding the comprehensive plan, zoning, subdivision and land uses.
- Provides support as needed for long-range and policy planning projects.
- Serves as department director in the director's absence.

Job Scope

The job involves a high degree of complexity and recurring work situations with occasional variations from the norm. The incumbent operates independently with minimal supervision from established and well known procedures and contributes to the development of new concepts.

Interpersonal Contacts

Supervises Assistant Planner and other staff, volunteers, or interns as assigned.

Interpersonal Contacts

Contacts are normally made with others both inside and outside the organization

Specific Job Skills

Thorough knowledge of:

- Functions, principles and practices of current planning.
- Washington State planning laws required including but not limited to SEPA, Shorelines Management Act, subdivision regulations, zoning administration and the Growth Management Act.
- Planning, land use and environmental management principles.

Knowledge of:

- State and federal legislation and programs regarding environmental protection, endangered species, housing, economic and community development.
- Supervisory and management principles.
- Experience with geographic information systems such as ARC View and permit tracking systems is desirable.

Ability to:

- Effectively plan, organize, assign, and supervise work of assigned personnel.
- Communicate effectively, both in writing and orally, including oral presentations.
- Establish and maintain cooperative and effective working relationships with public officials, city staff, community groups, regional organizations, and the general public.
- Thoroughly understand the City's political environment and sensitivities and function effectively within that environment.
- Accurately analyze proposed land use issues and opportunities.
- Clearly communicate, orally and in writing, development guidelines and application requirements.
- Facilitate meetings.
- Effectively lead interdisciplinary teams.
- Exercise individual initiative and discretion in work, including confidential matters.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Exercise flexibility.
- Recognize occupational hazards and utilize standard safety procedures.
- Accurately analyze situations and adopt an effective course of action.
- Occasionally attend night meetings.
- Handling multiple priorities and projects.

Mental Abilities

Position requires continuous decision making and the ability to read, write, speak, and understand English; frequent independent judgment and/or action, interpersonal skills, teamwork, customer service, use of discretion, and problem analysis; occasional training/supervising, presentations/teaching, mentoring, and performance of basic math; and rare creativity, negotiation, and performance of advanced math.

Physical Abilities

Position requires continuous hearing; frequent sitting, fingering, talking, and repetitive motions of hands and wrists; occasional standing; and rare walking, stooping, reaching, feeling, and handling. Incumbent must be able to push, pull, and lift ten pounds and carry twenty pounds.

Education and/or Experience

Bachelor's degree in urban and regional planning, geography, or related field AND a minimum of five years related work experience; OR a combination of education, training and practical experience which provides an equivalent background required to perform the work of the position. A Masters degree in urban and regional planning, geography or public administration is desirable. Combination of private sector and municipal experience preferred. AICP required.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State driver's license with satisfactory driving record.
- Must be able to occasionally attend night meetings.

Environment

Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position occasionally requires outdoor work, subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.

Position may involve attendance at meetings off-site and before or after normal working hours.

Hazards

Working on or around heavy equipment, ladders, open trenches, scaffolding and heights; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Adopted - 11/8/10

SELECTION PROCESS

Applicants will be evaluated on the basis of education and work experience. Highly qualified candidates may be invited to participate in interviews. Candidates may be asked to respond to supplemental questions in writing and may be asked to supply illustrative examples of work. A test may also be administered to assess relevant skills. Additional references may be requested of finalists.

TO APPLY

Applications are available on-line at www.burienwa.gov. Candidates **must submit a City of Burien employment application form, resume and cover letter** on-line or to City of Burien, Attn: Human Resources, 400 SW 152nd Street, Suite 300, Burien, WA 98166. If you need special accommodation in the application or examination process, please contact Human Resources at (206) 248-5504.

NOTICES

The City of Burien is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, or presence of any sensory, mental or physical disability.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

The City of Burien has a no smoking policy in all City facilities and all City vehicles.